

# \*\*\* CAREER OPPORTUNITY \*\*\*



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

**Position Title:** Administrative Assistant #18-17  
**Location:** Dallas, Texas  
**Closing Date:** Open Until Filled  
**Salary/Range:** CL-26 (\$47,663 - \$77,501)\*

\*Depending upon qualifications and experience

**POSITION OVERVIEW:** The United States District Court for the Northern District of Texas is recruiting for an Administrative Assistant with particular emphasis on assisting the Chief Deputy Clerk, Type II, with stewardship and internal controls responsibilities. In addition, the incumbent performs essential work to support the senior management team. The incumbent also serves as primary backup to the Executive Assistant to the Clerk of Court.

### REPRESENTATIVE DUTIES:

- Maintains official administrative records in compliance with national record retention rules and internal operating procedures, including, but not limited to: official delegations of authority, travel authorizations, internal controls acknowledgments, security profile additions and modifications for the financial accounting system, and all reports from the financial accounting system required by internal controls regulations.
- Assists the management team with all aspects of compliance in judiciary internal controls regulations. Performs periodic reviews of activities in the financial accounting system, to ensure compliance with internal controls.
- Maintains the office general travel account (GTA) card for official use by employees. Assists travelers by providing information about travel regulations and voucher preparation.
- Assists the Executive Assistant to the Clerk with maintenance of all Miscellaneous and Special Orders. Reviews orders for accuracy. Anticipates the need for amended orders. Dockets and distributes orders.
- Assists the Executive Assistant to the Clerk with managing the Non-Appropriated Fund account.
- Assists the Executive Assistant to the Clerk with official court functions, including, but not limited to: investiture ceremonies, annual awards ceremonies, law clerk seminars, bar association functions, judges meetings, and magistrate judge merit selection panel meetings.
- Collects and records information regarding court history. Updates and edits a court history publication.

- Assists the Chief Deputy Clerk with training documentation, such as training manuals, PowerPoint presentations, and brochures. Provides assistance with training seminars as required.
- Prepares an annual law clerk pictorial directory.
- Along with the Executive Assistant to the Clerk, answers the telephone for the Clerk and greets visitors.

#### **QUALIFICATIONS:**

To qualify for the position of administrative assistant, the incumbent must have a minimum of five years of clerical or administrative experience, preferably in a court environment. The incumbent should possess strong organizational, analytical, and verbal and written communication skills. Solid computer skills are required, including proficiency in Adobe Acrobat and Microsoft Office. A high school diploma or equivalent is required, and a Bachelor's degree is preferred.

#### **BENEFITS:**

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

#### **OTHER:**

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations.

Due to the high volume of anticipated applicants, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting and credit check. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S.

Qualified applicants may submit a **detailed resume** and **salary history** to:

**Human Resources - #18-17**

United States District Clerk's Office

1100 Commerce Street, # 1452

Dallas, TX 75242

Fax: (214) 753-2247

Email: [humanresources@txnd.uscourts.gov](mailto:humanresources@txnd.uscourts.gov)

#### **\*\*\*\* The Court is an Equal Opportunity Employer \*\*\*\***

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision on granting reasonable accommodations will be made on a case by case basis.